



## Policies, Procedures and Plans

### Workshop

#### Summary:

An experiential workshop that will prepare participants to lead efforts to develop effective policies, plans and procedures for their healthcare organization through lectures and practical team exercises.

#### Goals and Objectives

By the end of this course, participants will:

- Understand the difference between Policies, Procedures and Plans
- Learn the fundamental elements of Policies, Procedures and Plans and the steps needed to develop, implement and maintain an effective Policies, Procedures and Plans manual

#### Classroom sessions will include presentations on:

- Importance of Policies, Procedures and Plans
- Steps needed to develop, implement and maintain Policies, Procedures and Plans
- Developing a dashboard of policies and procedures
- Compiling organizational guidelines for Policies, Procedures and Plans development
- The role of a Policies, Procedures and Plans committee